



SACHI A. HAMAI
Interim Chief Executive Officer

County of Los Angeles
CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration
500 West Temple Street, Room 713, Los Angeles, California 90012
(213) 974-1101
<http://ceo.lacounty.gov>

"To Enrich Lives Through Effective And Caring Service"

Board of Supervisors
HILDA L. SOLIS
First District

MARK RIDLEY-THOMAS
Second District

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Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

January 06, 2015

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

**PUBLIC LIBRARY:
A C BILBREW LIBRARY REFURBISHMENT PROJECT
APPROVE PROJECT AND BUDGET
APPROVE APPROPRIATION ADJUSTMENT
CAPITAL PROJECT NO. 87170
SECOND DISTRICT
(4 VOTES)**

SUBJECT

Approval of the recommended actions will find the proposed A C Bilbrew Library Refurbishment Project exempt from the California Environmental Quality Act, approve the proposed Project and Budget, appropriation adjustment, and authorize Internal Services Department to implement the proposed Project using a Board-approved Job Order Contract.

IT IS RECOMMENDED THAT THE BOARD:

1. Find that the proposed A C Bilbrew Library Refurbishment Project is categorically exempt from the provisions of the California Environmental Quality Act pursuant to State CEQA Guidelines Sections 15301(a), (b) and (d) and Class 1, Subsections (d) and (e) of the County of Los Angeles Environmental Document Reporting Procedures and Guidelines adopted by the Board on November 17, 1987, as the project involves no or negligible expansion of an existing use.

2. Approve the appropriation adjustment transferring \$2,415,000 from the Extraordinary Maintenance Budget and \$115,000 from the Department of Public Library's Budget to the A C Bilbrew Library Refurbishment Project, Capital Project No. 87170, to fund the proposed Project. Additionally, the appropriation adjustment will transfer \$537,000 from the A C Bilbrew Library Refurbishment Project,

Capital Project No. 87170, to the Department of Public Library's Fiscal Year 2014-15 Operating Budget to fund furniture, fixtures and equipment for the proposed Project, and \$27,000 to the Civic Art Special Fund.

3. Approve the proposed A C Bilbrew Refurbishment Project with a total Project budget of \$4,427,000.

4. Authorize the Department of Public Library and Internal Services Department to proceed with implementation of the proposed Project using a Board-approved Job Order Contract.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Approval of the recommended actions will find the proposed A C Bilbrew Library Refurbishment Project (Project) exempt from the California Environmental Quality Act (CEQA), approve proposed Project scope and budget, appropriation adjustment, and allow Internal Services Department (ISD) to implement the proposed Project at the A C Bilbrew Library located at 150 East El Segundo Blvd, in Los Angeles.

The proposed Project scope is comprised of tenant improvements and deferred maintenance, including installation of nana-wall and custom cabinetry, painting, carpet replacement, electrical and data infrastructure updates, extensive lighting upgrades to the interior and exterior of the facility, upgrades to the paths of travel, including an American with Disabilities Act (ADA) compliant entrance ramp, upgrades to public restrooms, facade improvements, ceiling system replacements, heating, ventilation, and air conditioning system upgrades, and landscaping.

The plans and specifications for the proposed Project will be completed using an ISD Board-approved As-Needed Architectural and Engineering Services Master Agreement. The proposed improvements will be implemented through use of the ISD Job Order Contract (JOC) program.

It is anticipated that the proposed Project construction will begin in April 2015 and will be completed in January 2016. The schedule and budget for the proposed Project are detailed in Attachment A.

Green Building/Sustainable Design Program

The proposed Project will support the Board's Policy for Green Building/Sustainable Design Program to the extent feasible by using building materials that are composed of recycled materials, incorporating energy efficient lighting, cooling, and heating measures as well as other consumption reducing measures where feasible.

Implementation of Strategic Plan Goals

Approval of the recommended actions is consistent with the County's Strategic Plan Goals of Operational Effectiveness/Fiscal Sustainability (Goal 1), and Integrated Service Delivery (Goal 3), by investing in public infrastructure that will improve access to Public Library services.

FISCAL IMPACT/FINANCING

The estimated cost for the proposed Project, including design and construction, civic art, and County services costs is \$4,427,000.

The Project was initially funded with \$1,892,000 of Cy Pres II funds already budgeted in the Capital Project and also includes \$5,000 of prior year expenditures in EM funds for hazardous materials testing. Approval of the attached appropriation adjustment (Attachment B) will increase the Project funding by \$2,530,000, consisting of \$2,415,000 from the EM Budget, \$27,000 from the Public Library's Operating Budget, and \$88,000 from the Public Library's A C Bilbrew Library Developer Fee Budget (BM5), to fully fund the Project.

The appropriation adjustment will also transfer \$537,000 back to the Library Operating Budget for the Furniture, Fixtures and Equipment for the Project, and \$27,000 to the Civic Art Special Fund.

Public Library does not anticipate any one-time or increase in ongoing operating costs as a result of the proposed Project.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

Consistent with Board's Civic Art Policy adopted on December 7, 2004, and subsequently amended on December 15, 2009, the proposed Budget includes 1 percent of design and construction costs will be allocated to the Civic Art Special Fund.

ENVIRONMENTAL DOCUMENTATION

The proposed Project is categorically exempt from the CEQA pursuant to State CEQA Guidelines Sections 15301(a), (b) and (d) and Class 1, Subsections (d) and (e) of the County of Los Angeles Environmental Document Reporting Procedures and Guidelines adopted by the Board on November 17, 1987, because the project's minor interior alterations of the building; minor exterior alteration to its facade; utility upgrades; and rehabilitation of deteriorated or damaged structures, facilities; and mechanical equipment for public health and safety purposes involve no or negligible expansion of an existing use.

Upon the Board's approval of the proposed Project, ISD will file a Notice of Exemption with the Registrar-Recorder/County Clerk in accordance with Section 15062 of the CEQA Guidelines.

CONTRACTING PROCESS

Plans and specifications of the proposed improvements will be completed by an ISD as-needed architectural and engineering firm and the proposed Project will be implemented using ISD's JOC program awarded by the Board on June 17, 2014 and approved as to form by County Counsel.

The contract awarded to the JOC contractor contains terms and conditions supporting the Board's ordinances, policies, and programs, including but not limited to: County's Greater Avenues for Independence (GAIN) and General Relief Opportunities for Work (GROW) Programs, Board Policy No. 5.050; Contract Language to Assist in Placement of Displaced County Workers, Board Policy No. 5.110; Reporting of Improper Solicitations, Board Policy No. 5.060; Notice to Contract Employees of Newborn Abandonment Law (Safely Surrendered Baby Law), Board Policy No. 5.135; Contractor Employee Jury Service Program, Los Angeles County Code, Chapter 2.203; Notice to Employees Regarding the Federal Earned Income Credit (Federal Income Tax Law, Internal Revenue Service Notice 1015); Contractor Responsibility and Debarment, Los Angeles County Code, Chapter 2.202; the Los Angeles County's Child Support Compliance Program, Los Angeles County Code, Chapter 2.200; and the standard Board-directed clauses that provide for contract termination and

renegotiation.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

The existing A C Bilbrew Library will be closed during construction. Temporary library services will be provided in the community room of Athens Park.

CONCLUSION

Please return one adopted copy of this Board letter to the Chief Executive Office, Facilities and Asset Management Division; Public Library; and Internal Services Department.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Sachi A. Hamai for".

SACHI A. HAMAI

Interim Chief Executive Officer

SAH:SHK:BMB

TJ:AC:zu

Enclosures

c: Executive Office, Board of Supervisors
County Counsel
Arts Commission
Auditor-Controller
Internal Services
Public Library
Parks and Recreation

ATTACHMENT A

**PUBLIC LIBRARY:
A C BILBREW LIBRARY REFURBISHMENT PROJECT
APPROVE PROJECT AND BUDGET
APPROVE APPROPRIATION ADJUSTMENT
CAPITAL PROJECT NO. 87170**

I. PROJECT SCHEDULE

A C Bilbrew Library

Project Activity	Scheduled Completion Date
Design	January 2015
Jurisdictional Approvals	February 2015
Construction Start	April 2015
Construction Substantial Completion	January 2016

ATTACHMENT B

**PUBLIC LIBRARY:
A C BILBREW LIBRARY REFURBISHMENT PROJECT
APPROVE PROJECT AND BUDGET
APPROVE APPROPRIATION ADJUSTMENT
CAPITAL PROJECT NO. 87170**

**APPROPRIATION ADJUSTMENT
(see attached)**

COUNTY OF LOS ANGELES

REQUEST FOR APPROPRIATION ADJUSTMENT

DEPT'S. NO. 300

DEPARTMENT OF INTERNAL SERVICES

October 9, 2014

AUDITOR-CONTROLLER:

THE FOLLOWING APPROPRIATION ADJUSTMENT IS DEEMED NECESSARY BY THIS DEPARTMENT. PLEASE CONFIRM THE ACCOUNTING ENTRIES AND AVAILABLE BALANCES AND FORWARD TO THE CHIEF EXECUTIVE OFFICER FOR HIS RECOMMENDATION OR ACTION.

ADJUSTMENT REQUESTED AND REASONS THEREFOR

FY 2014-15

3 - VOTES

SOURCES

USES

UTILITIES
A01-IS-2000-12460
SERVICES & SUPPLIES
DECREASE APPROPRIATION - \$411,000

UTILITIES
A01-IS-5350-12460
SERVICES & SUPPLIES EXPENDITURE DISTRIBUTION
INCREASE APPROPRIATION - \$411,000

SOURCES TOTAL: \$ 411,000

USES TOTAL: \$ 411,000

JUSTIFICATION

Reflects a decrease in Services & Supplies appropriation, offset by S&S Expenditure Distribution, to reflect the LED lighting and HVAC upgrades being budgeted in the A C Bilbrew Library Refurbishment Project (Capital Project No. 87170) and not in the Utilities Budget.

Handwritten signature of Dave Yamashita

AUTHORIZED SIGNATURE DAVE YAMASHITA, ADMIN DEPUTY

BOARD OF SUPERVISOR'S APPROVAL (AS REQUESTED/REVISED)

REFERRED TO THE CHIEF EXECUTIVE OFFICER FOR ---

[] ACTION

[x] RECOMMENDATION

[x] APPROVED AS REQUESTED

[] APPROVED AS REVISED

AUDITOR-CONTROLLER

BY

Handwritten signature of Auditor-Controller

CHIEF EXECUTIVE OFFICER

BY

Handwritten signature of Chief Executive Officer

B.A. NO. 074

December 17 20 14

December 18 20 14

COUNTY OF LOS ANGELES

REQUEST FOR APPROPRIATION ADJUSTMENT

DEPARTMENT OF [CHIEF EXECUTIVE OFFICE]

DEPT'S. NO. 060]

January 6, 2015

AUDITOR-CONTROLLER:

THE FOLLOWING APPROPRIATION ADJUSTMENT IS DEEMED NECESSARY BY THIS DEPARTMENT. PLEASE CONFIRM THE ACCOUNTING ENTRIES AND AVAILABLE BALANCES AND FORWARD TO THE CHIEF EXECUTIVE OFFICER FOR HIS RECOMMENDATION OR ACTION.

ADJUSTMENT REQUESTED AND REASONS THEREFOR

FY 2014-15

4 - VOTES

SOURCES

USES

BA Detail - See Attached Page

BA Detail -See Attached Page

SOURCES TOTAL: \$ 3,773,000

USES TOTAL: \$ 3,773,000

JUSTIFICATION

The appropriation adjustment is necessary to fully fund the AC BillbrewLibrary Refurbishment Project.

AUTHORIZED SIGNATURE Tracey Jue

BOARD OF SUPERVISOR'S APPROVAL (AS REQUESTED/REVISED)

REFERRED TO THE CHIEF EXECUTIVE OFFICER FOR ---

[] ACTION

[x] RECOMMENDATION

AUDITOR-CONTROLLER

BY

B.A. NO. 074

December 17 20 14

[x] APPROVED AS REQUESTED

[] APPROVED AS REVISED

CHIEF EXECUTIVE OFFICER

BY

December 18 20 14

COUNTY OF LOS ANGELES
 REQUEST FOR APPROPRIATION ADJUSTMENT
 CAPITAL PROJECTS/REFURBISHMENTS
 FISCAL YEAR 2014-15
 4 - VOTES

SOURCES

PUBLIC LIBRARY
 AC BILBREW LIBRARY REFURBISHMENT
 A01-CP-6014-65044-87170
 CAPITAL ASSETS - B&I
 DECREASE APPROPRIATION 564,000

PUBLIC LIBRARY
 B06-PL-96-9911-41200
 OPERATING TRANSFERS IN
 INCREASE REVENUE 537,000

CIVIC ART SPECIAL FUND
 B14-BS-96-9911-40050
 OPERATING TRANSFERS IN
 INCREASE REVENUE 27,000

EXTRAORDINARY MAINTENANCE
 A01-CF-2000-12810
 SERVICES & SUPPLIES
 DECREASE APPROPRIATION 2,415,000

PUBLIC LIBRARY DEVELOPER FEE AREA #5
 BM5-PL-2000-55385
 SERVICES & SUPPLIES
 DECREASE APPROPRIATION 88,000

PUBLIC LIBRARY
 B06-PL-2000-41200
 SERVICES & SUPPLIES
 DECREASE APPROPRIATION 27,000

PUBLIC LIBRARY
 AC BILBREW LIBRARY REFURBISHMENT
 A01-CP-96-9919-65044-87170
 OPERATING TRANSFERS IN / CAPITAL PROJECTS
 INCREASE REVENUE 115,000

USES

PROJECT AND FACILITY DEVELOPMENT
 A01-CF-6100-10190
 OTHER FINANCING USES
 INCREASE APPROPRIATION 564,000

PUBLIC LIBRARY
 B06-PL-2000-41200
 SERVICES & SUPPLIES
 INCREASE APPROPRIATION 537,000

CIVIC ART SPECIAL FUND
 B14-BS-2000-40050
 SERVICES & SUPPLIES
 INCREASE APPROPRIATION 27,000

PUBLIC LIBRARY DEVELOPER FEE AREA #5
 BM5-PL-6100-55385
 OTHER FINANCING USES
 INCREASE APPROPRIATION 88,000

PUBLIC LIBRARY
 B06-PL-6100-41200
 OTHER FINANCING USES
 INCREASE APPROPRIATION 27,000

PUBLIC LIBRARY
 AC BILBREW LIBRARY REFURBISHMENT
 A01-CP-6014-65044-87170
 CAPITAL ASSETS - B&I
 INCREASE APPROPRIATION 2,530,000

SOURCES TOTAL \$ 3,773,000

USES TOTAL \$ 3,773,000

JUSTIFICATION

The appropriation adjustment is necessary to fully fund the A C Bilbrew Library Refurbishment Project.

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 12/17/14
 BA#074